

BASIC ELECTION TRAINING

Presented by the
DeSoto County Election
Commission



OUR FOUNDING
FATHERS
DREAMED OF
FREE ELECTIONS



OUR ARMED
FORCES
FOUGHT AND
DIED FOR
FREE ELECTIONS

A black and white photograph showing the American flag being raised on a pile of debris and rubble. The flag is at the top of a tall pole, and the pole is surrounded by a large pile of dark, jagged rocks and debris. The background is a light, hazy sky. The text "WE, AS ELECTION OFFICIALS MUST PRESERVE" is overlaid in large, bold, orange capital letters across the center of the image.

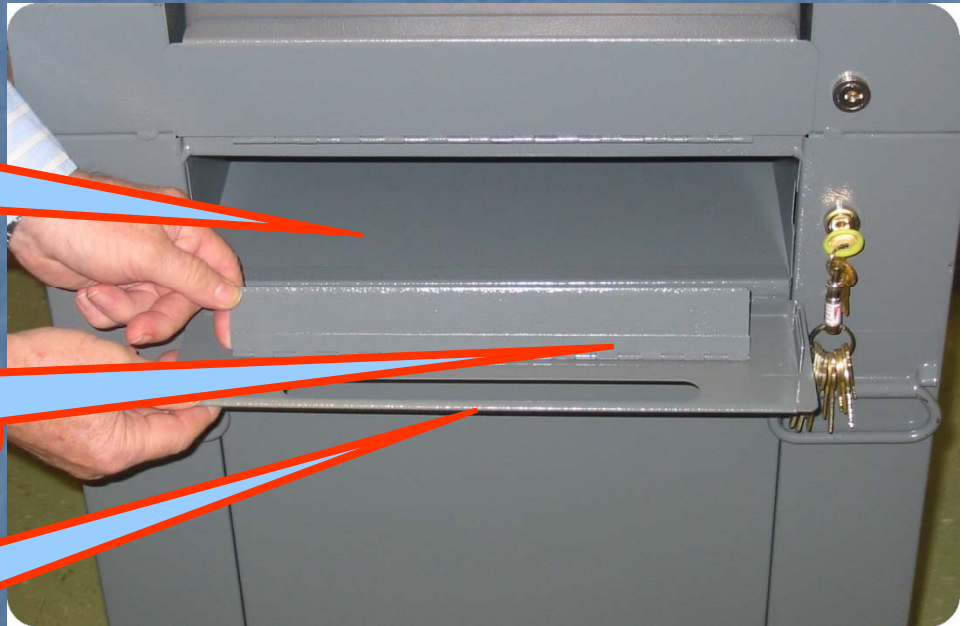
WE, AS
ELECTION
OFFICIALS
MUST PRESERVE

THIS SPACE MAY BE USED IN THE EVENT OF A SCANNER MALFUNCTION

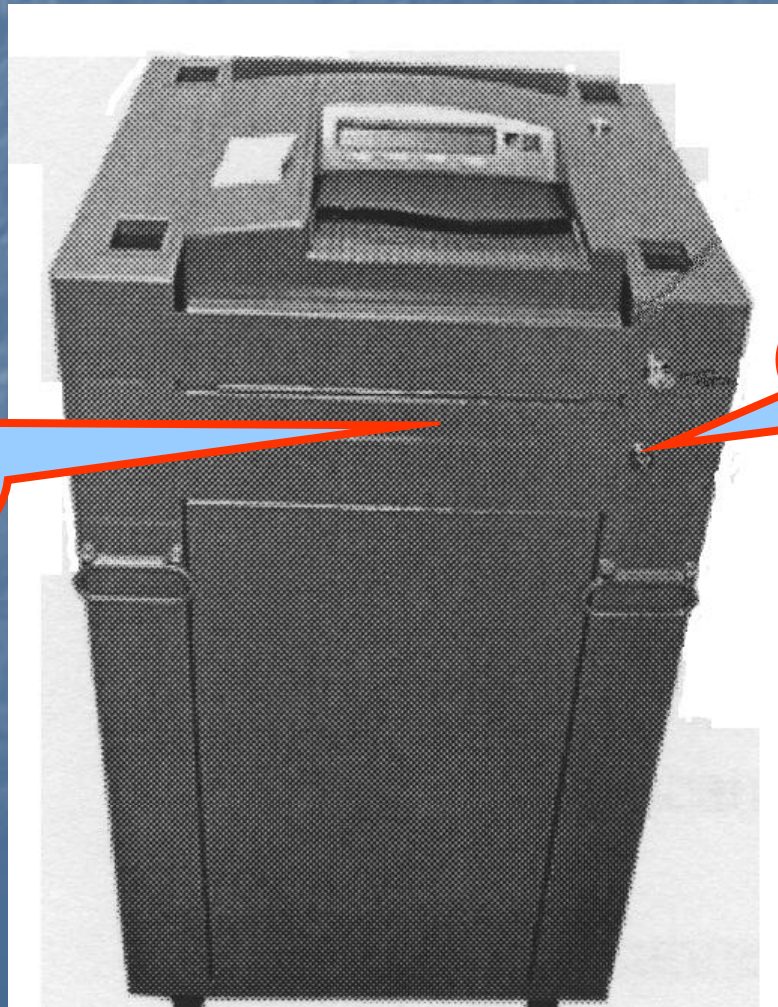
UNCOUNTED
BALLOTS

LOCKING FLAP

BALLOT SLOT



THE UNCOUNTED BALLOT BIN MUST REMAIN LOCKED UNTIL THEY ARE SCANNED OR REJECTED

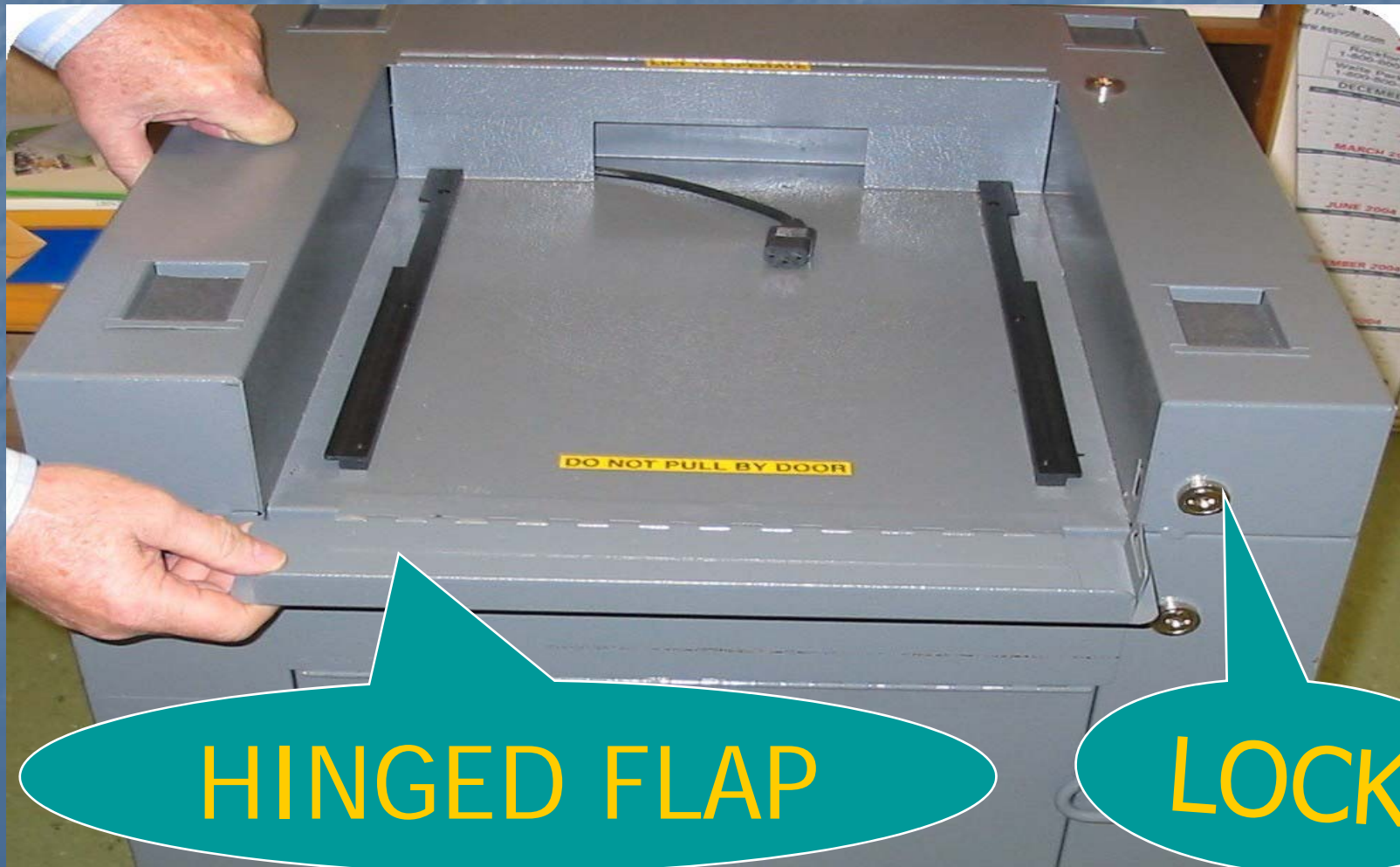


UNCOUNTED
BALLOT BIN

LOCK

**AS SOON AS
POSSIBLE SET
UP AND TEST
SCANNER**

UNLOCK AND LOWER HINGED FLAP

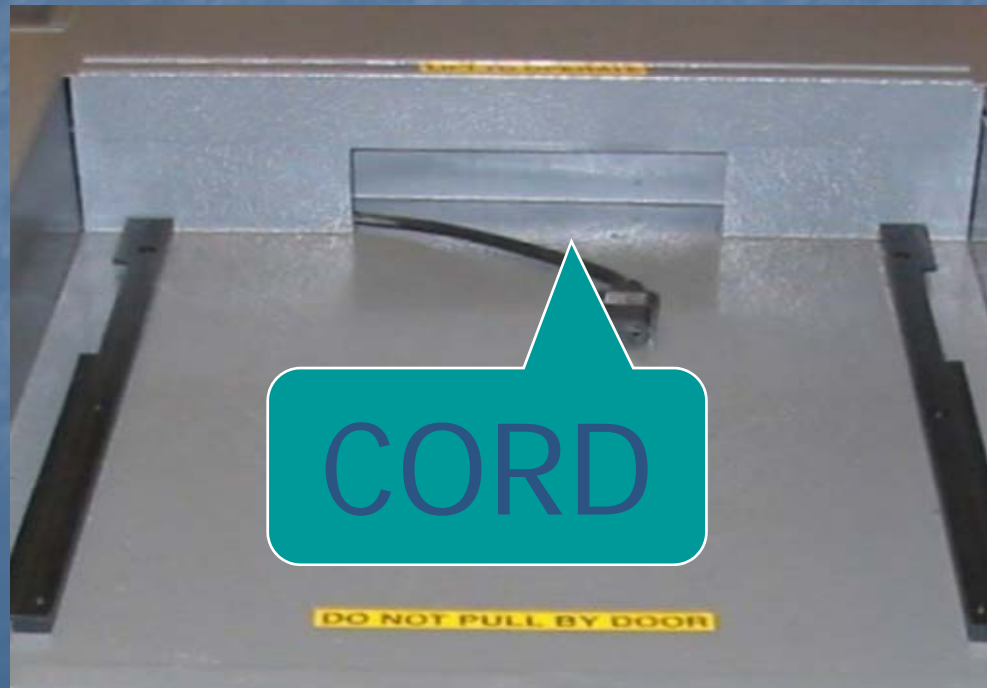


**INSERT POWER
CORD THROUGH
RUBBER
GROMMET**

INSERT
POWER
CORD
HERE



ROUTE POWER CORD THROUGH LARGE OPENING IN REAR OF BALLOT BOX



CRITICAL

LIFT METAL FLAP WHICH COVERS
THE BALLOT BOX'S ENTRANCE SLOT

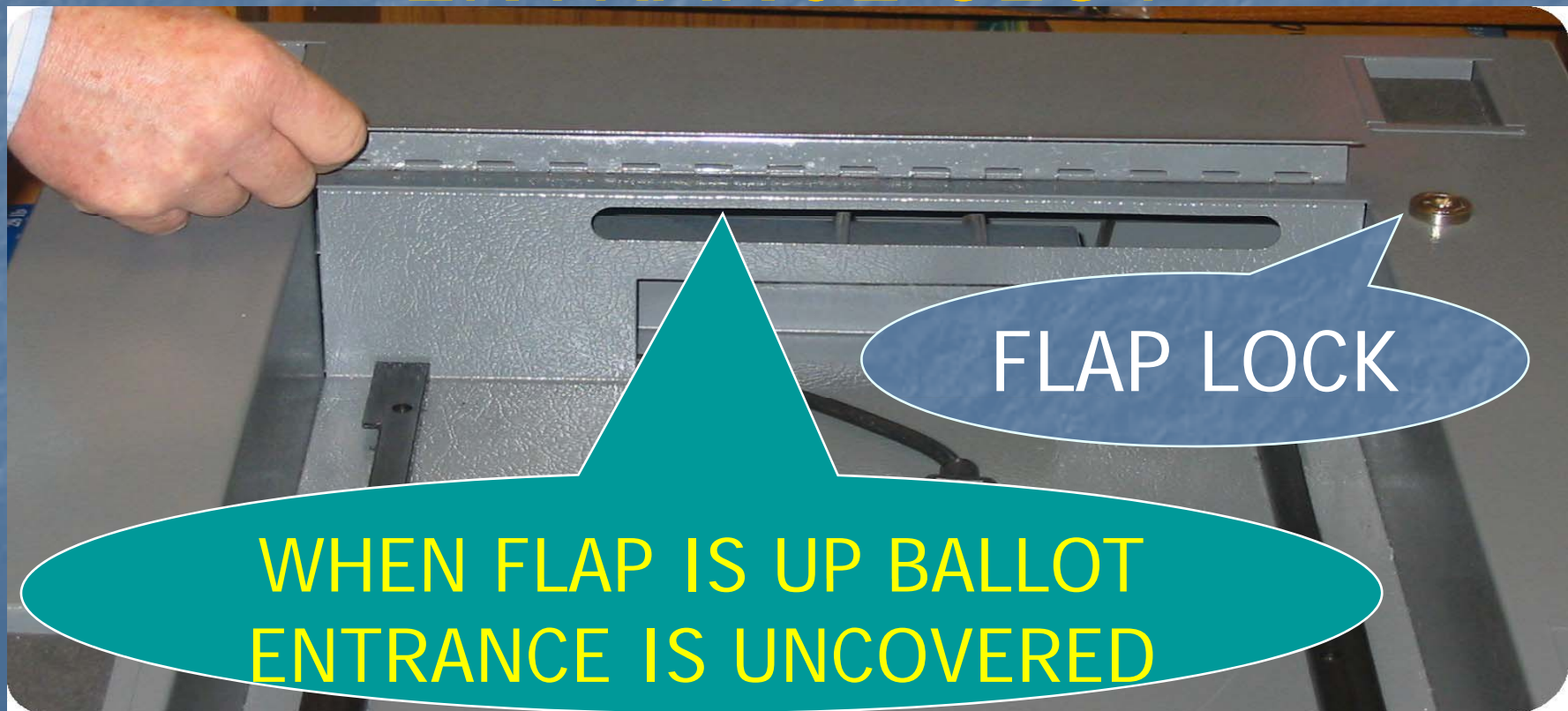
WARNING SIGN VISIBLE ONLY
WHEN FLAP IS DOWN

LIFT TO OPERATE

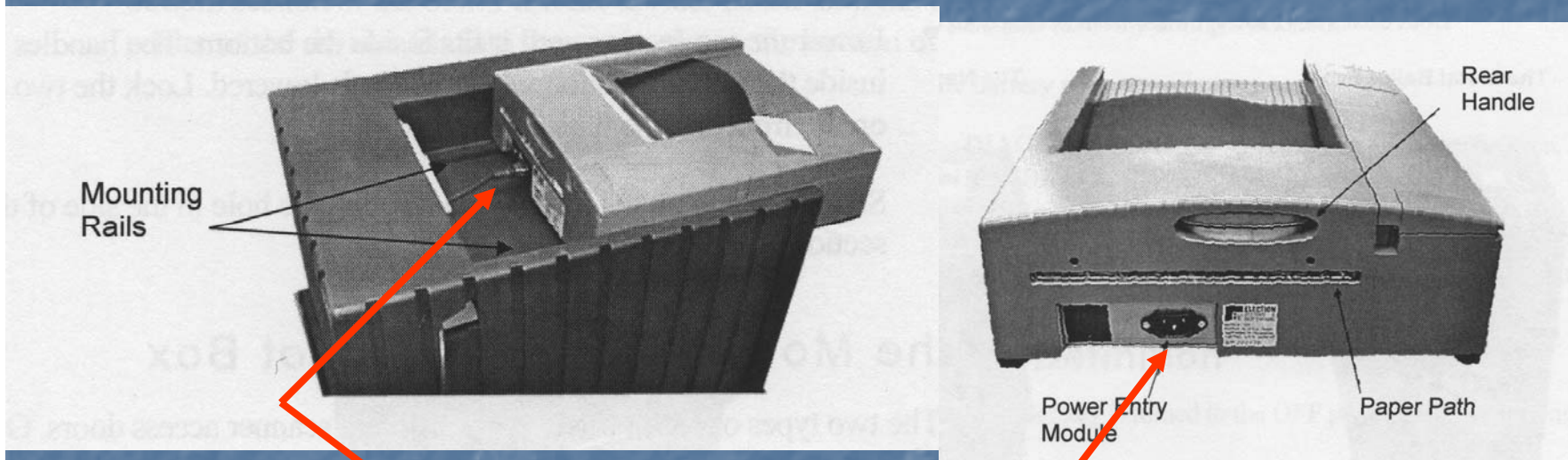


CRITICAL

LIFT METAL FLAP WHICH COVERS THE BALLOT BOX'S ENTRANCE SLOT



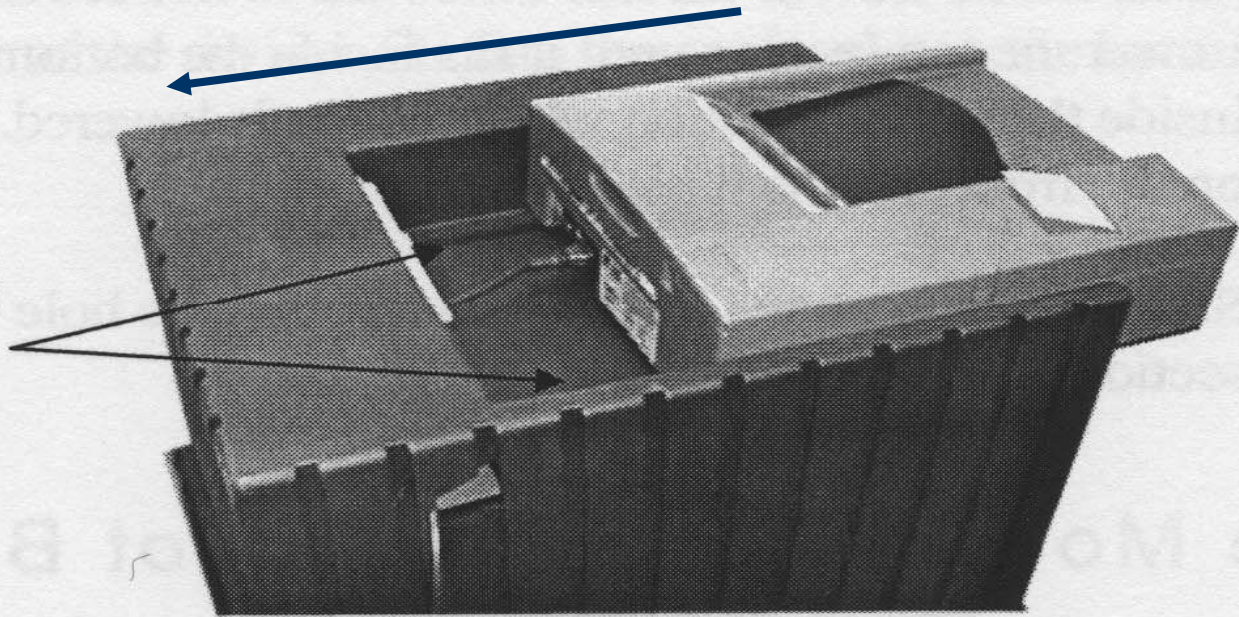
INSERT SCANNER AND CONNECT POWER CORD



INSERT POWER CORD INTO SCANNER

GENTLY SLIDE THE
SCANNER AGAINST THE
BACK OF THE BALLOT BOX
(DO NOT FORCE)

Mounting
Rails

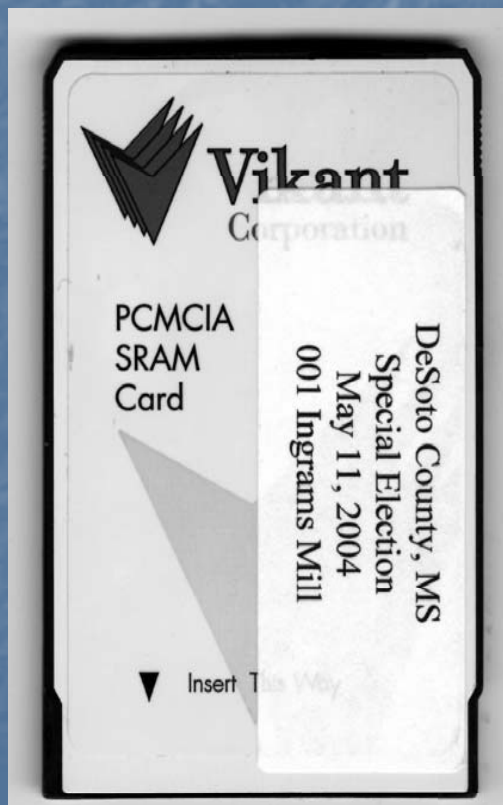


NEXT

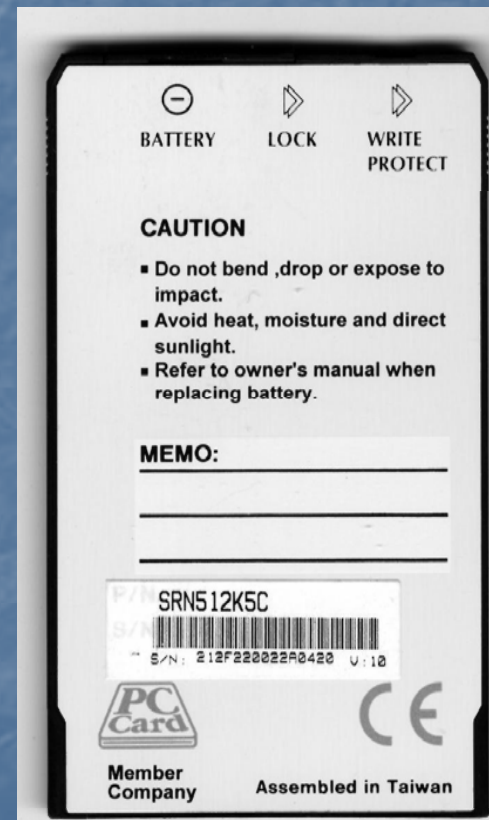
LEAVE THE COUNTER ACCESS
PANEL IN THE DOWN POSITION



CRITICAL

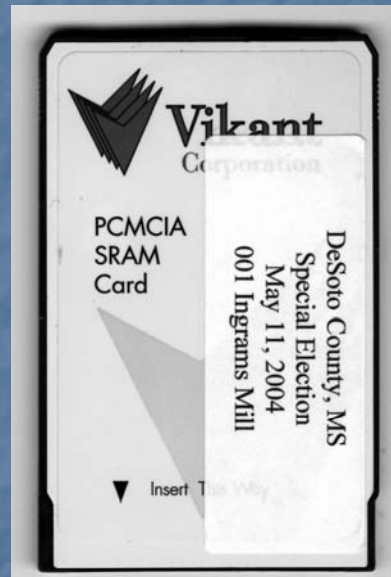


FRONT

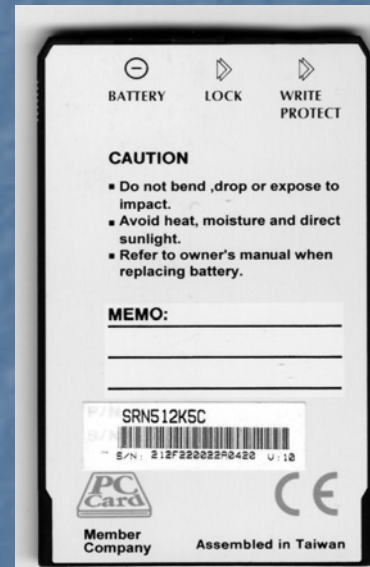


BACK

THE PCMCIA "PC" CARD IS THE ELECTION

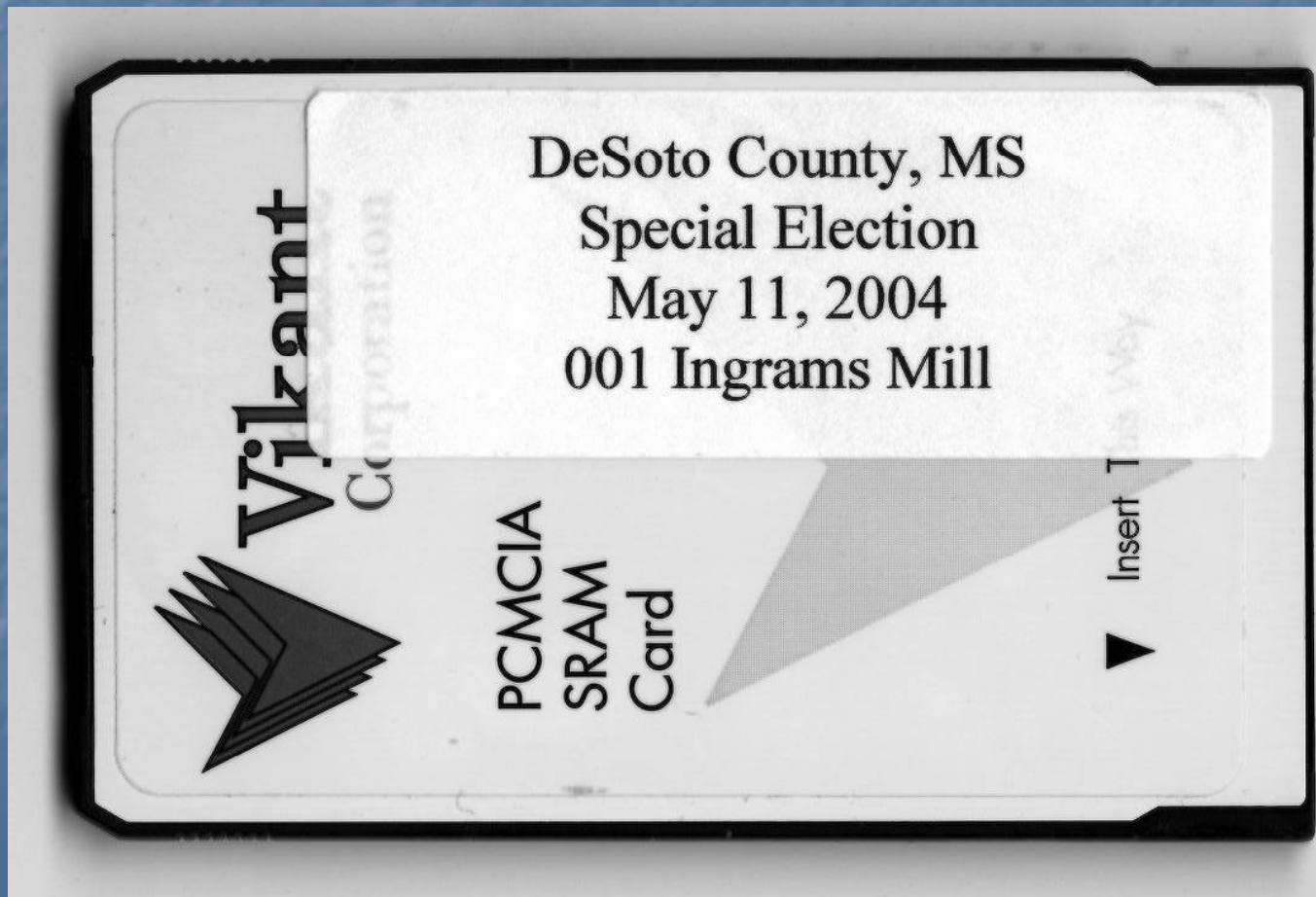


FRONT

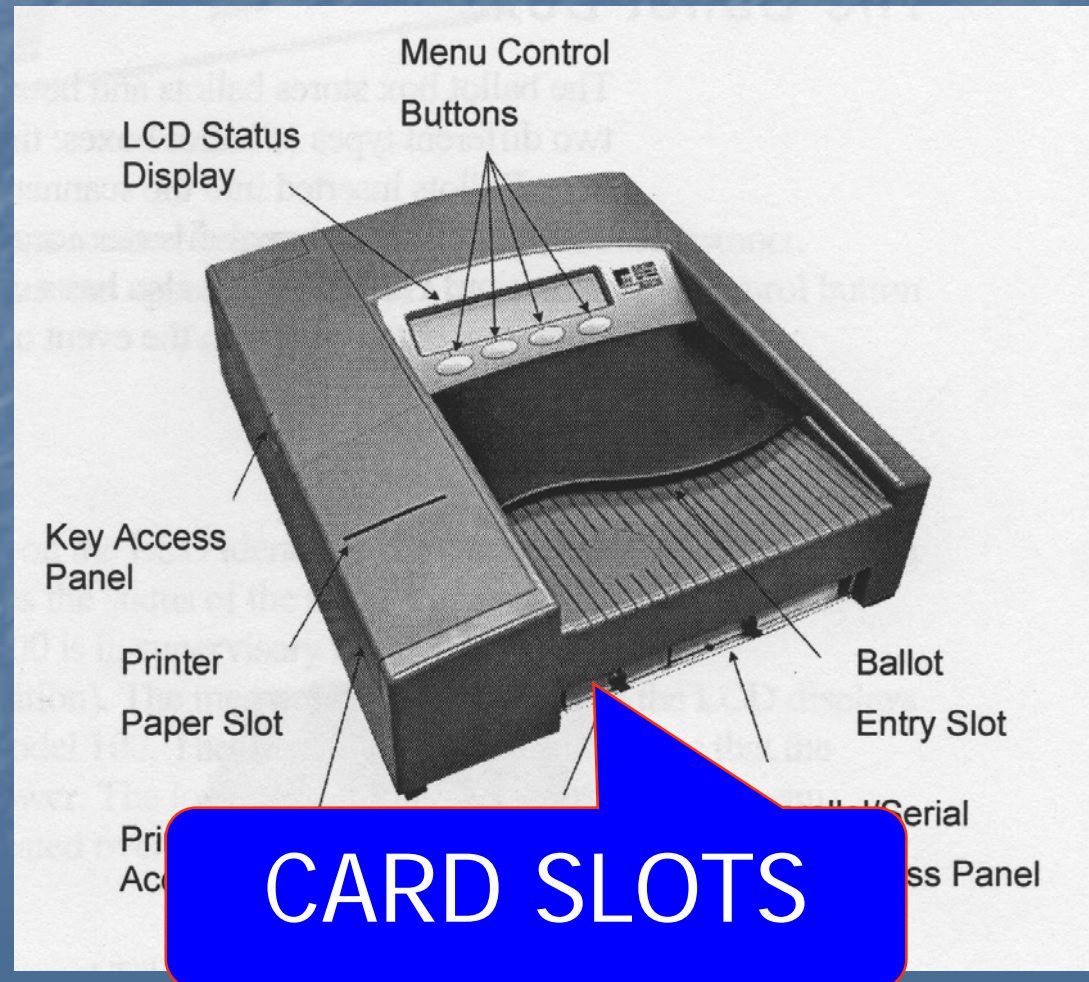


BACK

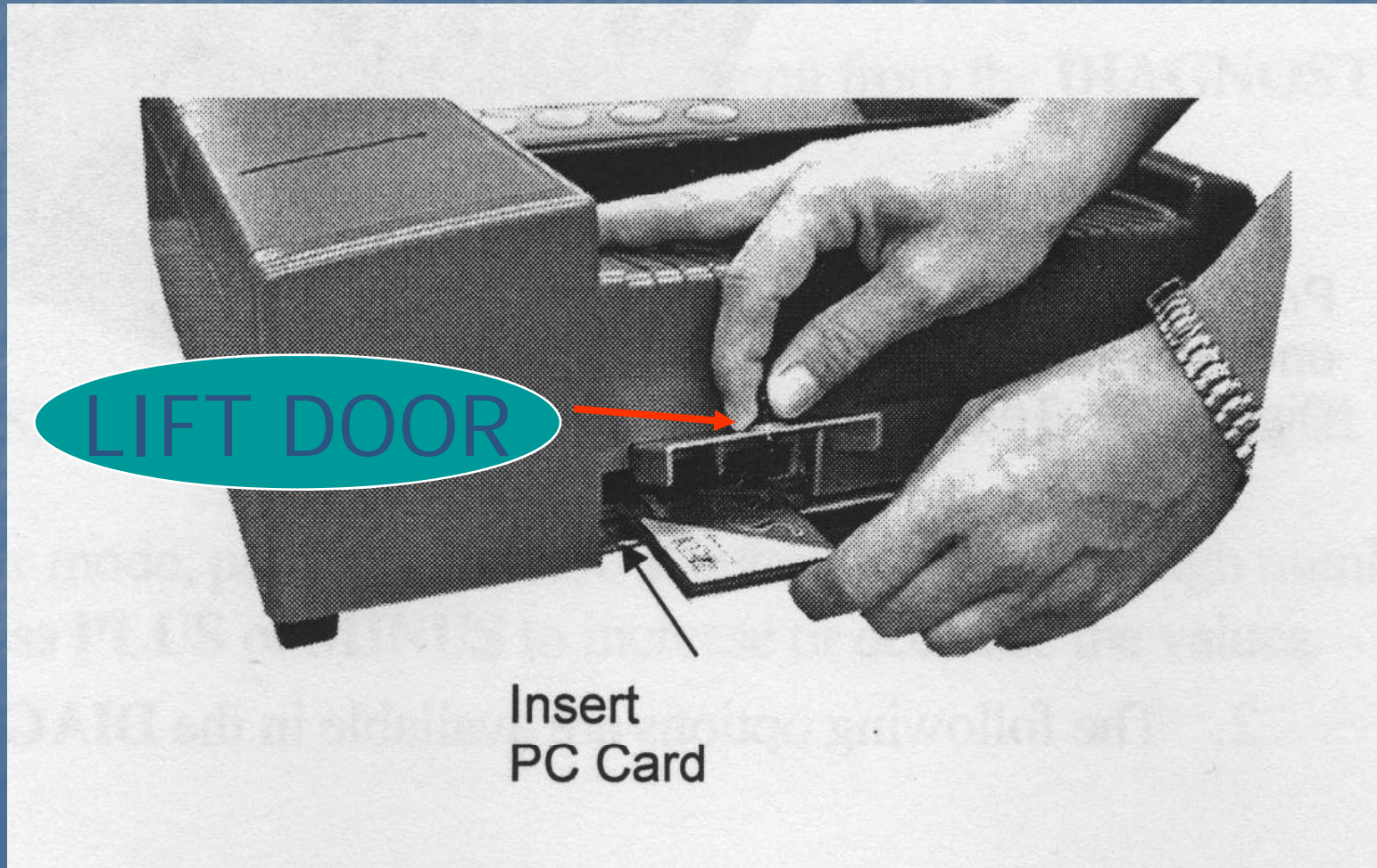
VERIFY THAT YOU HAVE THE CORRECT CARD



INSERT THE "PC" CARD IN EITHER OF THE SLOTS



INSERT THE "PC" CARD IN EITHER OF THE SLOTS

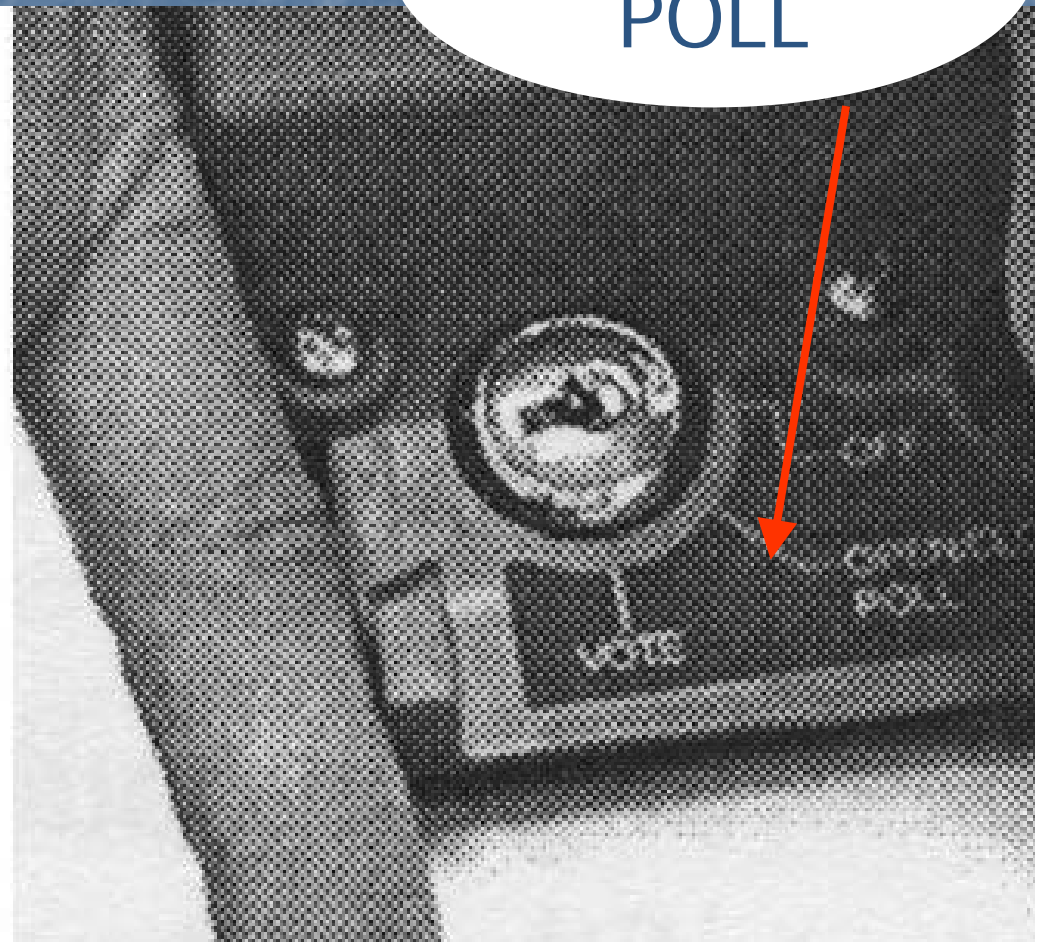


INSERT SCANNER KEY AND TURN
IT TO THE **OPEN/CLOSE POLL**
POSITION

BE

PATIENT

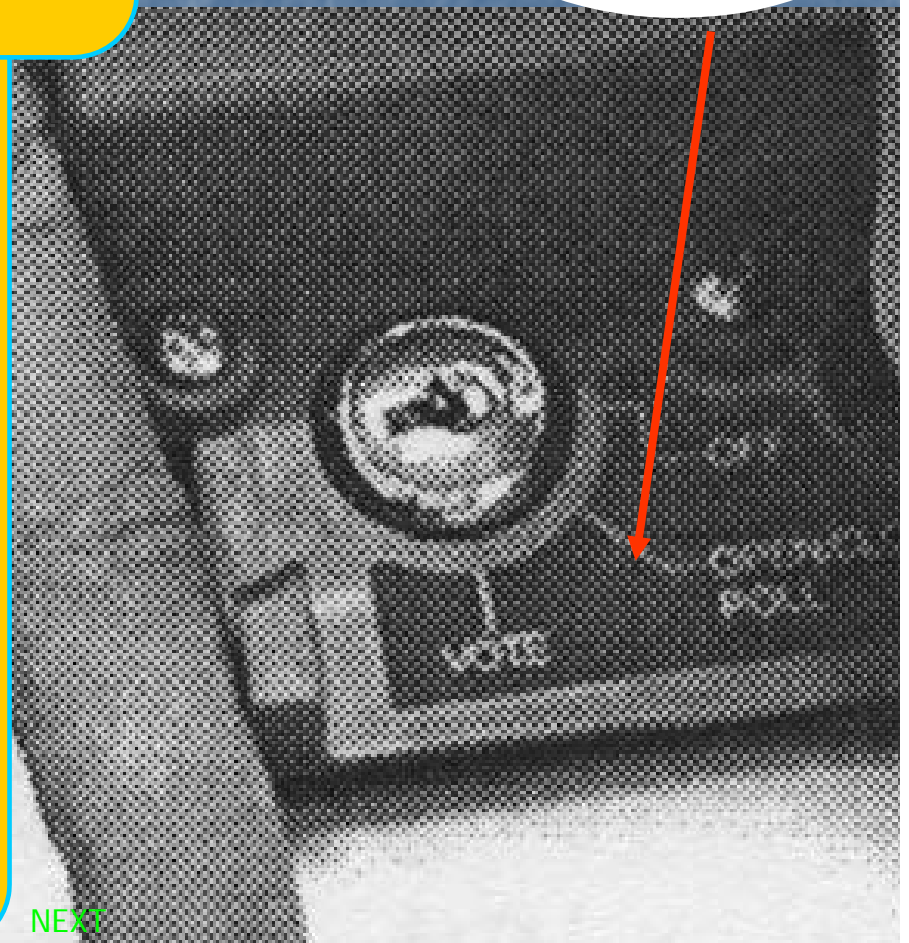
OPEN / CLOSE
POLL



INSERT SCANNER KEY AND TURN
IT TO THE **OPEN/CLOSE POLL**
POSITION

OPEN / CLOSE
POLL

APPROXIMATELY
TWO MINUTES
WILL BE
REQUIRED TO
DOWNLOAD THE
ELECTION
INFORMATION



NEXT

THE SCANNER WILL DISPLAY
S-MODE
IN THE UPPER LEFT CORNER OF
THE LCD SCREEN



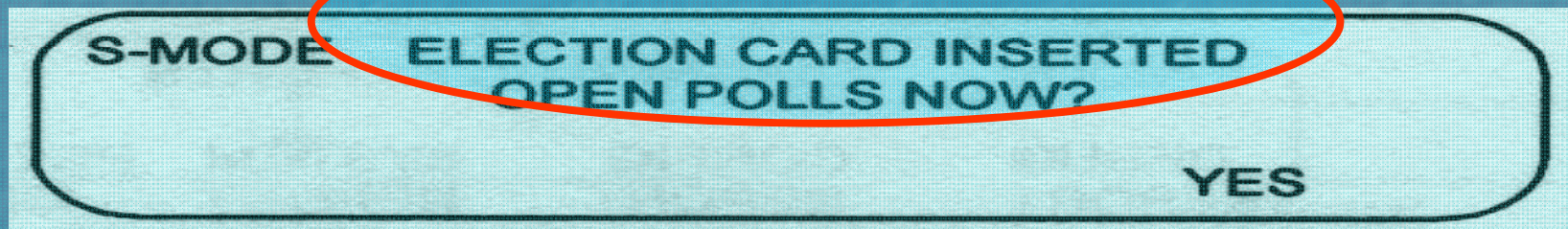
S-MODE

The image shows a rectangular LCD screen with a black border. The text 'S-MODE' is in the top left corner, circled in red. To its right, the text 'ELECTION CARD INSERTED' and 'OPEN POLLS NOW?' is displayed in two lines. In the bottom right corner, the word 'YES' is shown. Below the screen are four teal oval buttons.

**ELECTION CARD INSERTED
OPEN POLLS NOW?**

YES

ARE YOU READY TO START THE ELECTION?



PRESS THE BUTTON UNDER THE
DISPLAYED WORD YES



YES BUTTON

THE "LCD" SCREEN WILL DISPLAY

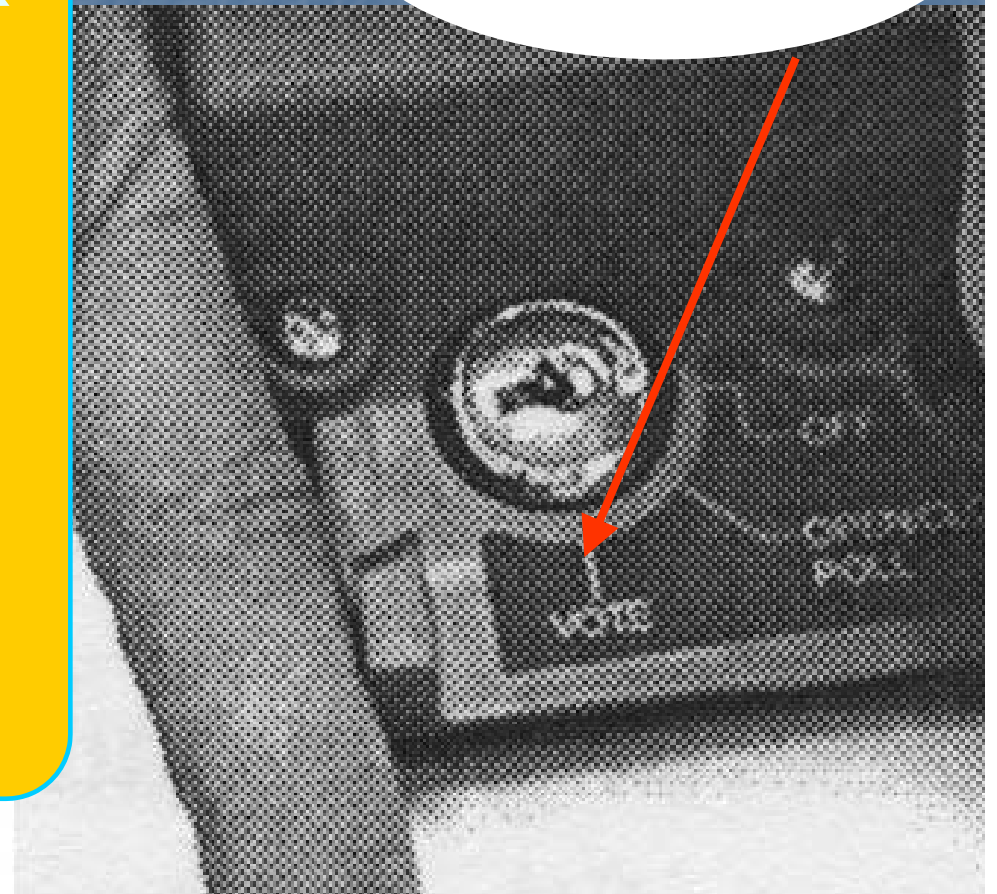


S-MODE OPENING POLLS
PLEASE TURN KEY/SWITCH TO VOTE

TURN KEY TO THE **VOTE** POSITION

THE SCANNER
IS
READY
PREPARE
BALLOTBOX

VOTE



CHECK BOTH BALLOT COMPARTMENT SIDE DOORS

**VERIFY THAT BALLOT
COMPARTMENT IS
EMPTY**



PLACE ABSENTEE BALLOTS IN THE
BALLOT BOX. LOCK BOTH DOORS.
DO NOT UNLOCK UNTIL TIME TO
PROCESS ABSENTEE BALLOTS
AFTER THE POLLS HAVE CLOSED

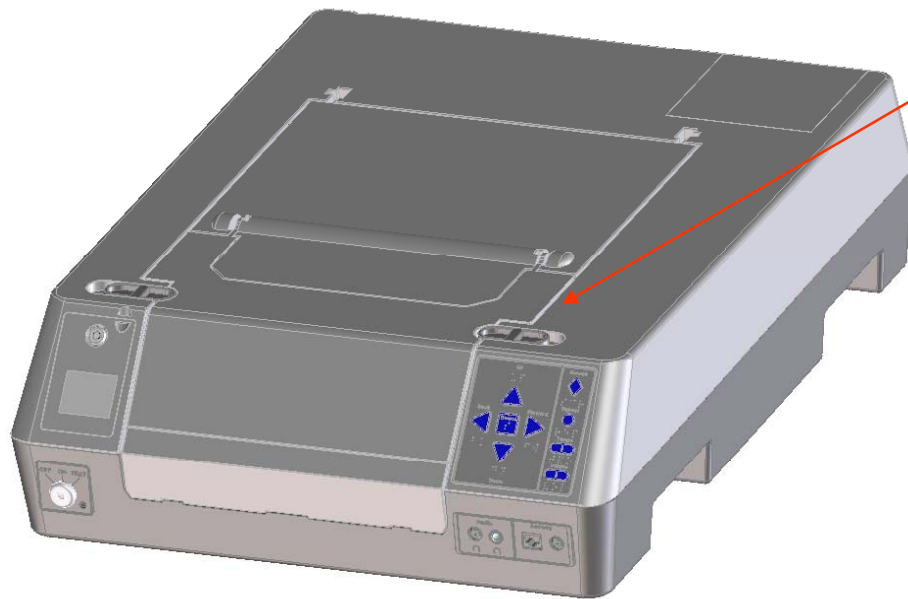


THE SCANNER IS
SET UP READY FOR
THE ELECTION

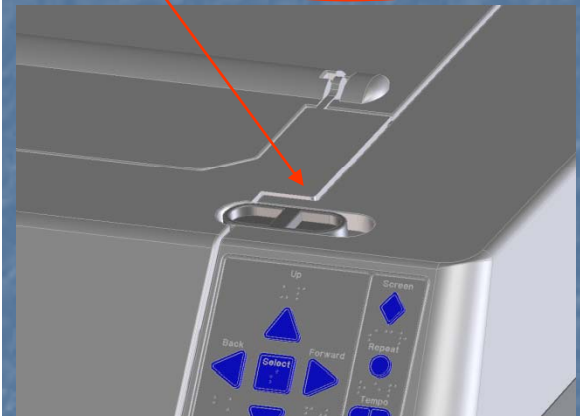
SET UP AUTOMARK FOR USE



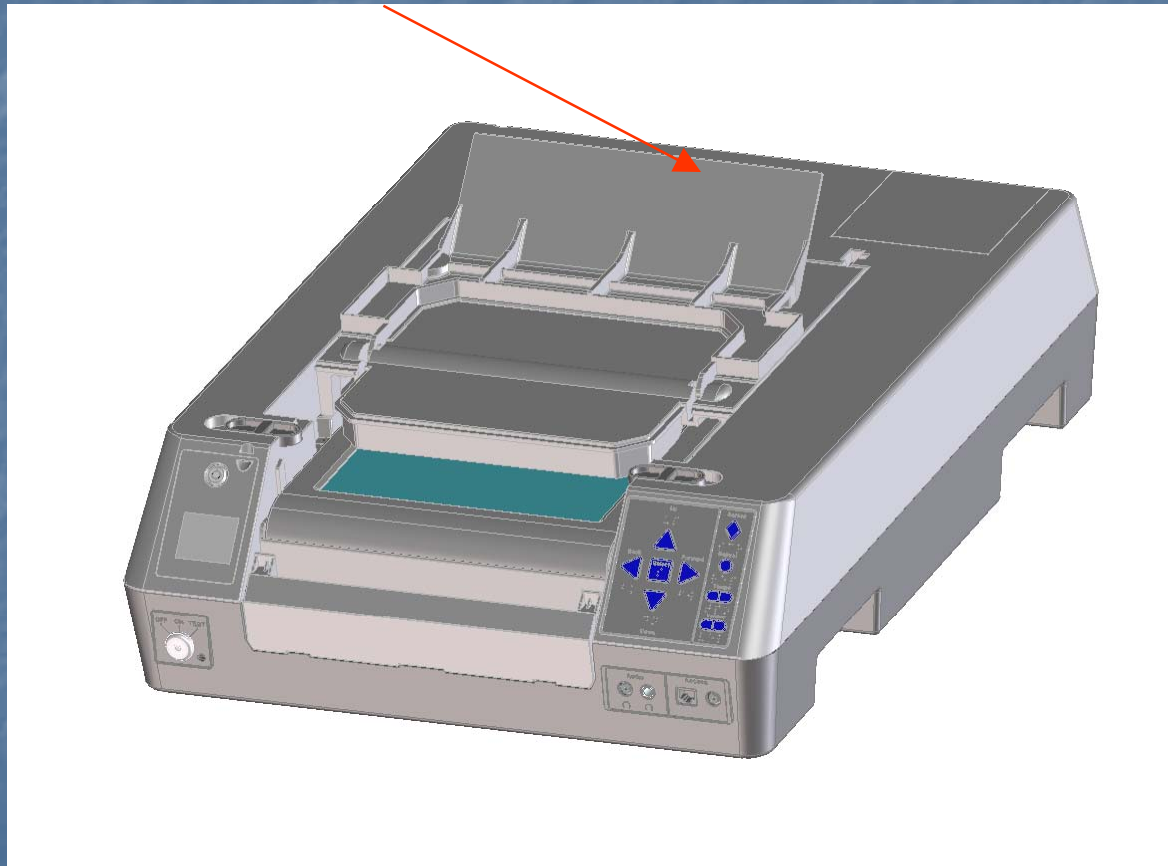
OPEN LATCHES ON AUTOMARK



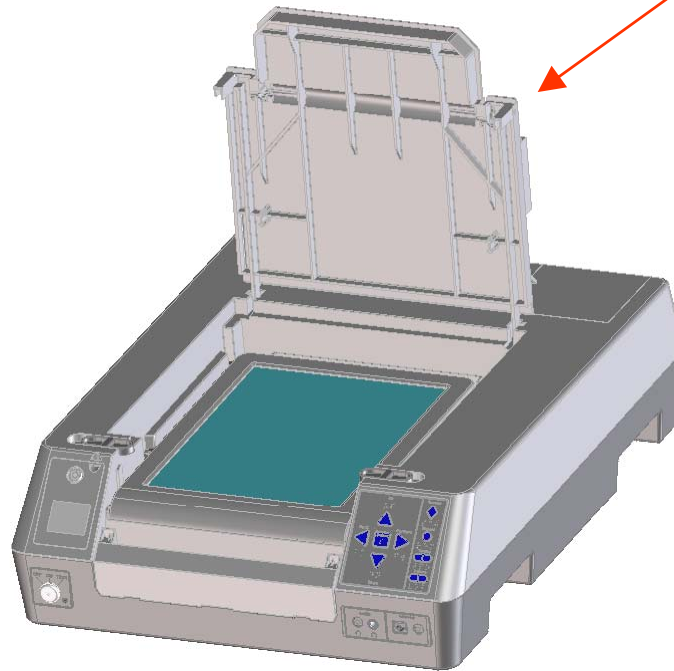
LATCH



FOLD THE FRONT PORTION OF THE LID BACK

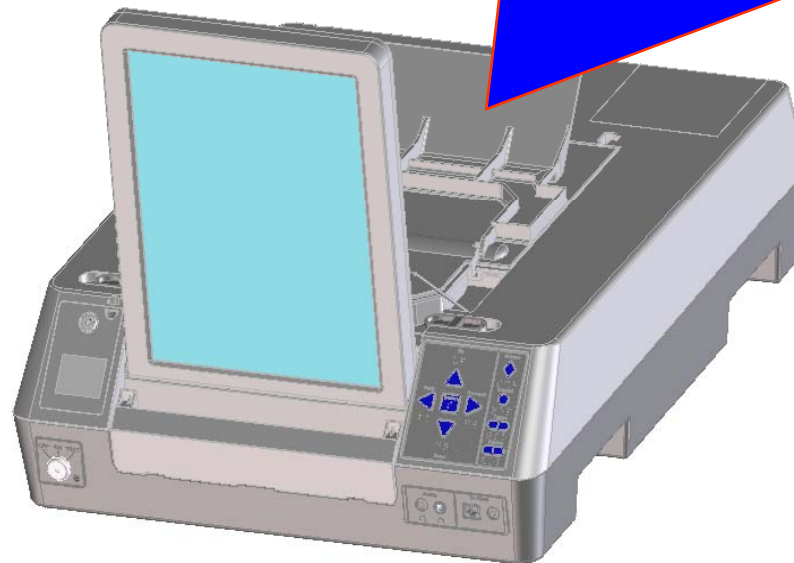


ROTATE THE LID ASSEMBLY TO VERTICAL



RAISE LCD SCREEN TO VERTICAL

CLOSE THE LID LEAVING THE
FRONT SECTION ROTATED BACK



LOWER BALLOT FEED TRAY



FEED
TRAY

INSERT POWER CORD INTO
CONNECTION ON THE BACK
OF THE AUTOMARK




DO **NOT** PLACE
WIRE WHERE
ANYONE CAN
TRIP OVER IT!

TURN THE KEY SWITCH TO THE ON POSITION

KEY
SWITCH





**THE AUTOMARK
IS READY TO
MARK
BALLOTS**

AUTOMARK OPERATION

THE AUTOMARK VAT

TOUCH
SCREEN
MONITOR

BALLOT
FEED TRAY

KEYPAD

ADA PORTS

HEADPHONE
JACKS

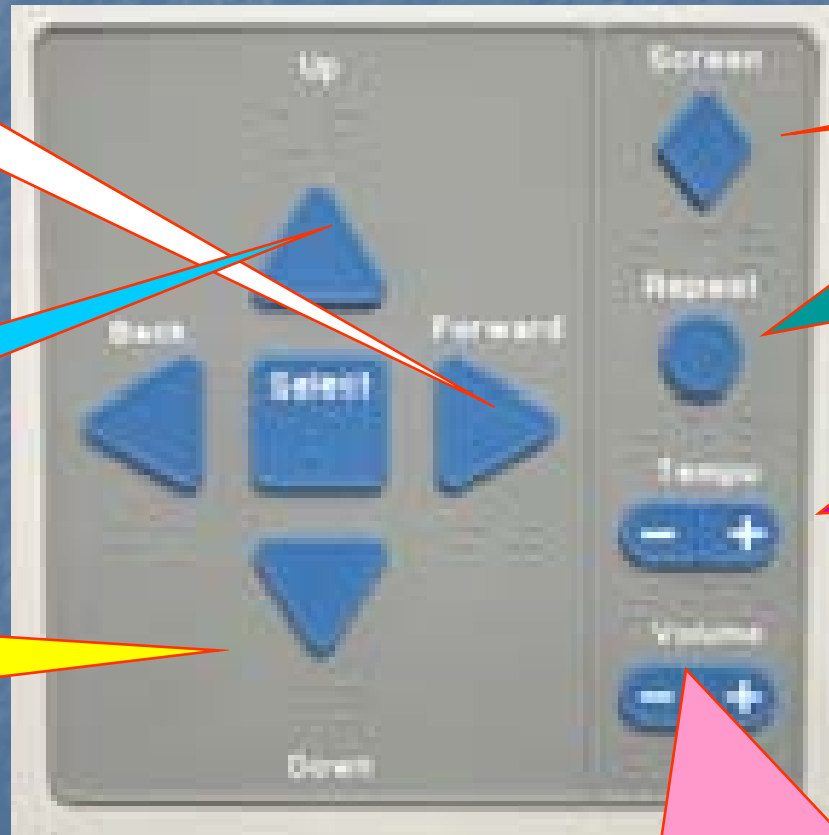


KEYPAD

FORWARD
NEXT

SCROLL UP

SCROLL
DOWN



SCREEN ON

AUDIO REPEAT

AUDIO SPEED

– DECREASE

+ INCREASE

VOLUME – DECREASE
+ INCREASE

THESE BUTTONS DO NOT APPEAR ON EVERY SCREEN

INCREASES /
DECREASES
TEXT SIZE

REVERSES
SCREEN
COLORS



DISPLAYS
PREVIOUS
SCREEN

DISPLAYS
EXIT
SCREEN

NEXT
SCREEN

INSERT BALLOT SCREEN



Your County
Illinois

Please Insert Your Ballot

Inserte su papeleta de votación

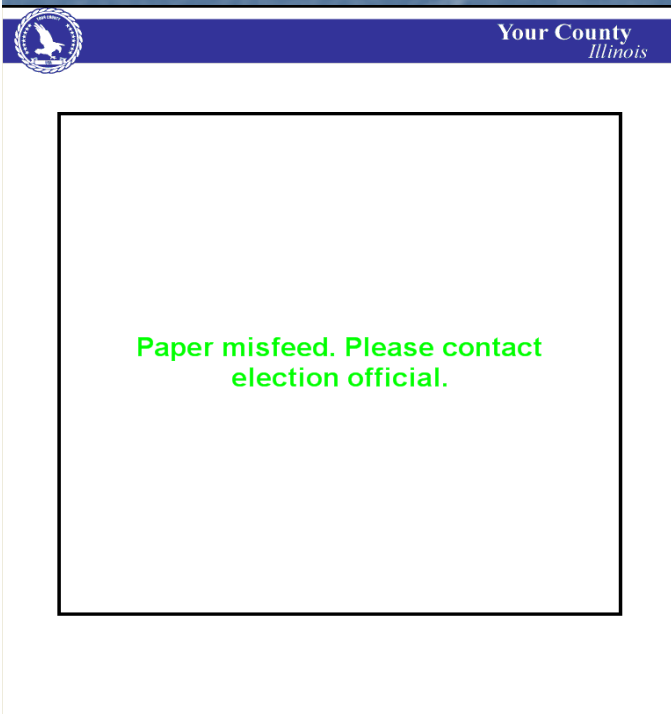
あなたの投票を挿入してください。

Xin Đưa Lá Phiếu Của Quý Vị Vào

INSERT BALLOT

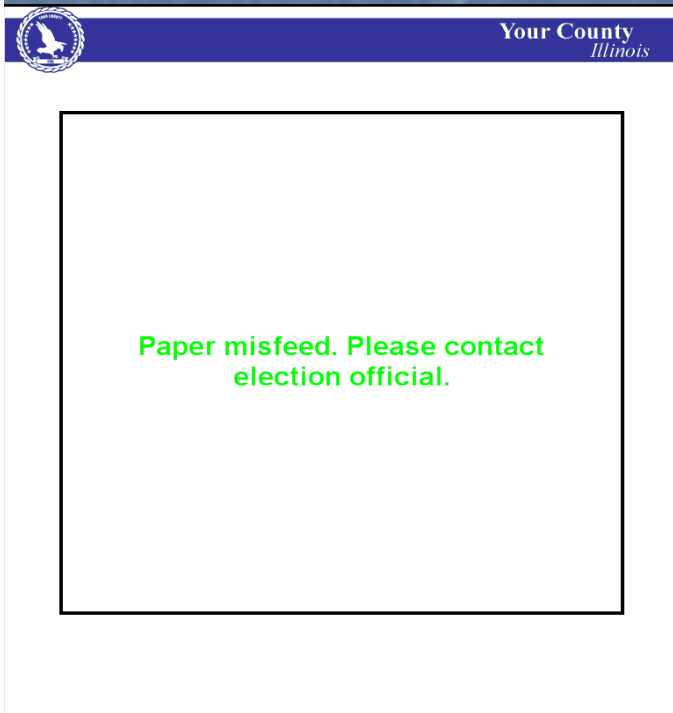


The AutoMARK VAT displays the *Error – Paper Misfeed* pop-up screen (shown here) and tries to eject your ballot.



IF BALLOT IS
EJECTED.
TRY AGAIN

The AutoMARK VAT displays the *Error – Paper Misfeed* pop-up screen (shown here) and tries to eject your ballot.



IF BALLOT NOT
EJECTED IT MUST BE
REMOVED BEFORE
AUTOMARK CAN BE
USED



Your County
Illinois

Official Ballot Demonstration Election

You are Voting Ballot Style
AutoMARK 1

Voting Instructions

The AutoMARK Voter Assist Terminal is designed to help you mark your optical scan ballot. Touch the NEXT arrow button in the lower right hand corner of the screen to view the first contest. Touch the name of a candidate or choice to make your selection. If write-in's are allowed, you will be presented with an on-screen keyboard to enter a write-in candidate's name. You may use the BACK arrow button in the lower left hand corner of the screen to return to the previous screen. Once you have made your selections, a summary screen will be displayed. From there you can verify your selections before having your ballot marked.

V
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BACK



**ZOOM
IN/OUT**

**EXIT
RETURN BALLOT**

**HIGH
CONTRAST**



NEXT



Your County
Illinois

PAST PRESIDENT

FOR FAVORITE PAST PRESIDENT
(Vote for One)

<input type="radio"/>	THOMAS JEFFERSON
<input type="radio"/>	ABRAHAM LINCOLN
<input type="radio"/>	FRANKLIN D. ROOSEVELT
<input type="radio"/>	DWIGHT D. EISENHOWER
<input type="radio"/>	JOHN F. KENNEDY
<input type="radio"/>	Write-in:

BACK



**ZOOM
IN/OUT**

**EXIT
RETURN BALLOT**

**HIGH
CONTRAST**



NEXT



SCR09

ALERT!

You did not view all candidates or choices. Do you want to view the rest of the choices?

MAY BE BYPASSED

**YES. Return
to contest.**

**NO. Proceed
to next
contest.**



ALERT!

You have attempted to move from the current contest without viewing all candidates or choices. You are required to view all candidates before proceeding. Please select okay to return to the contest screen and then use the flashing MORE button to scroll through all choices.

MAY NOT BE BYPASSED

OK

WRITE IN CANDIDATE

Write-in



											BACKSPACE	
A	B	C	D	E	F	G	H	I	J			
K	L	M	N	O	P	Q	R	S	T			
U	V	W	X	Y	Z	-						
SPACE												

CANCEL WRITE-IN

OK

UNDER-VOTE

You have selected fewer than the number of candidates or choices you are permitted to select for this contest.

You can return to the contest to vote for additional candidates or choices, or you can confirm your desire to under-vote by continuing on to the next contest.



UNDERVOTE ACCEPTABLE VOTER CAN CONTINUE

Overvote

You have attempted to vote for a greater number of candidates than are permitted in this contest. You must first deselect at least one of the candidates you have selected before selecting another.



OK

OVERVOTE VOTER MUST CORRECT BEFORE
CONTINUING



Your County
Illinois

Summary of Selections

Your selections for each contest are indicated below. To change your selections, touch the box representing that contest. To confirm your selections and mark your ballot, touch "NEXT" at the bottom of the screen.

PAST PRESIDENT FOR FAVORITE PAST PRESIDENT (Vote for One) •No Selection Made	MINISTER OF ART FOR MINISTER OF ART (Vote for One) •ALEXANDER CALDER
BASEBALL TEAM FOR FAVORITE BASEBALL TEAM (Vote for One) •CARDINALS	STATE OF ILLINOIS Should the State of Illinois repeal the •YES
LATE NIGHT TALK SHOW FOR FAVORITE LATE NIGHT TALK SHOW (Vote for One) •CONAN O'BRIEN	QUESTION 1 Do you favor a National Lottery adminis •YES
AUTHORS	QUESTION 2

↑ ↑ ↑ ↑ ↑

↓ ↓ ↓ MORE ↓ ↓

BACK **ZOOM IN/OUT** **EXIT RETURN BALLOT** **HIGH CONTRAST**

SCREEN
ENLARGED
MUST VIEW
ENTIRE
SCREEN

NO
NEXT
BUTTON

How Do I Exit without Marking the Ballot ?

- To exit without marking the ballot, you can press the BACK key repeatedly, or you can press the SCREEN Key four times in a row.

**Exit now and your ballot will not be
marked**

Are your sure you want to exit?



**CONTINUE
VOTING**



EXIT



Your County
Illinois

To mark your ballot, press the button below. Your ballot will be marked in accordance with your selections and returned to you for deposit into a tabulator or ballot box.

Mark Ballot

END

NO
NEXT
BUTTON

BACK



ZOOM
IN/OUT

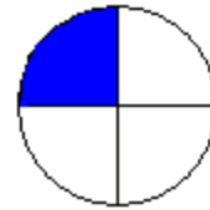
EXIT
RETURN BALLOT

HIGH
CONTRAST



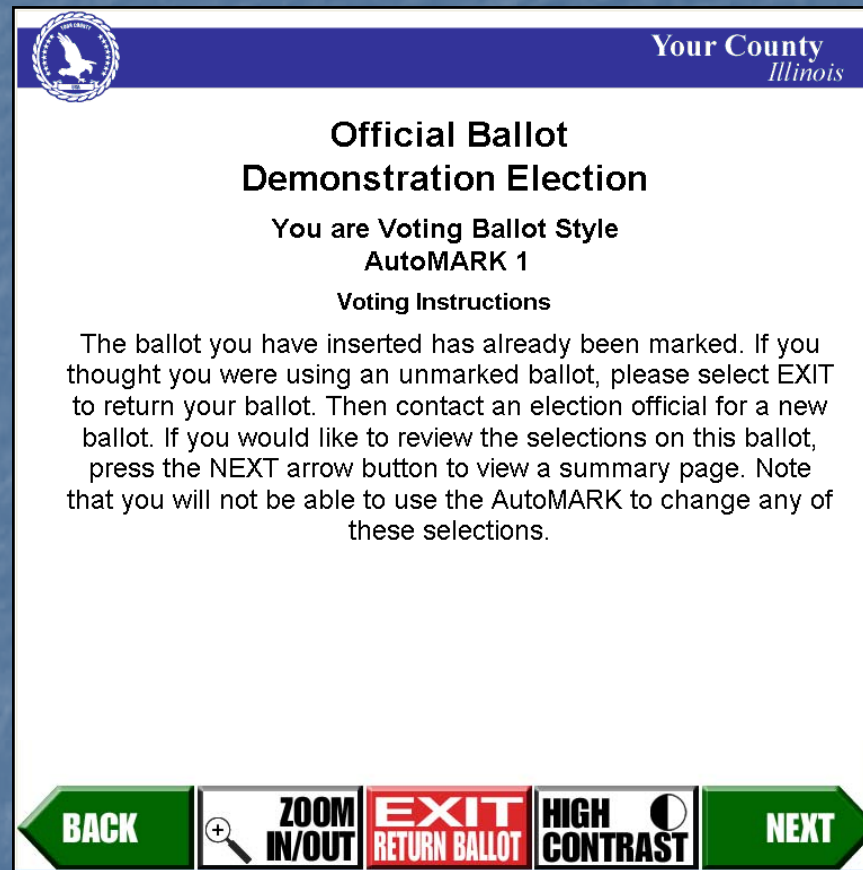
Touch the Mark Ballot button. The AutoMARK VAT displays the *Print Ballot* screen with a printing progress circle. The circle fills with color to indicate the time remaining to complete the printing process


Your ballot is now being marked.



PRINTING PROGRESS
INDICATOR

VERIFYING A MARKED BALLOT (CAN NOT EDIT THE BALLOT!)





 Your County
Illinois

**Official Ballot
Demonstration Election**

**You are Voting Ballot Style
AutoMARK 1**

Voting Instructions

The ballot you have inserted has already been marked. If you thought you were using an unmarked ballot, please select EXIT to return your ballot. Then contact an election official for a new ballot. If you would like to review the selections on this ballot, press the NEXT arrow button to view a summary page. Note that you will not be able to use the AutoMARK to change any of these selections.

BACK  **ZOOM IN/OUT** **EXIT RETURN BALLOT** **HIGH CONTRAST**  **NEXT**

INSERT YOUR MARKED BALLOT

USE THE SAME PROCEEDURE AS MARKING BALLOT

VERIFICATION OF BALLOT

CHANGING THE BALLOT AT THIS POINT
MAY ONLY BE DONE
BY
SPOILING THEIR BALLOT
AND
ISSUING A NEW BALLOT
TO A MAXIMUM OF THREE

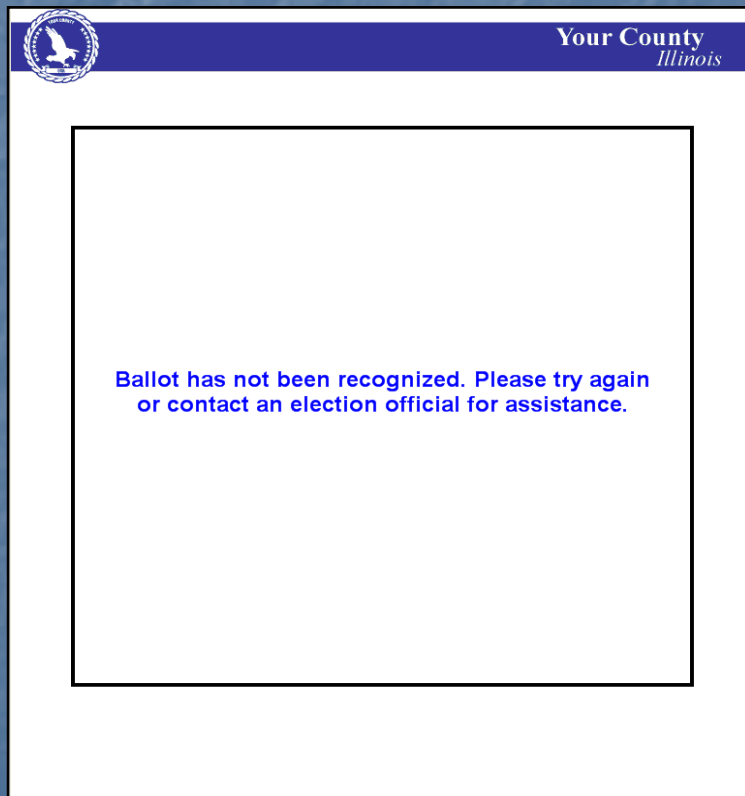
THE BEST WAY TO LEARN THE AUTOMARK

IS TO PLACE A BALLOT IN THE MACHINE
(THIS CAN BE A DEMO BALLOT)

TRY ALL THE SCREENS, AND LISTEN TO
THE AUDIO. YOU CAN TURN THE
SCREEN OFF AND SEE HOW A BLIND
PERSON CAN VOTE

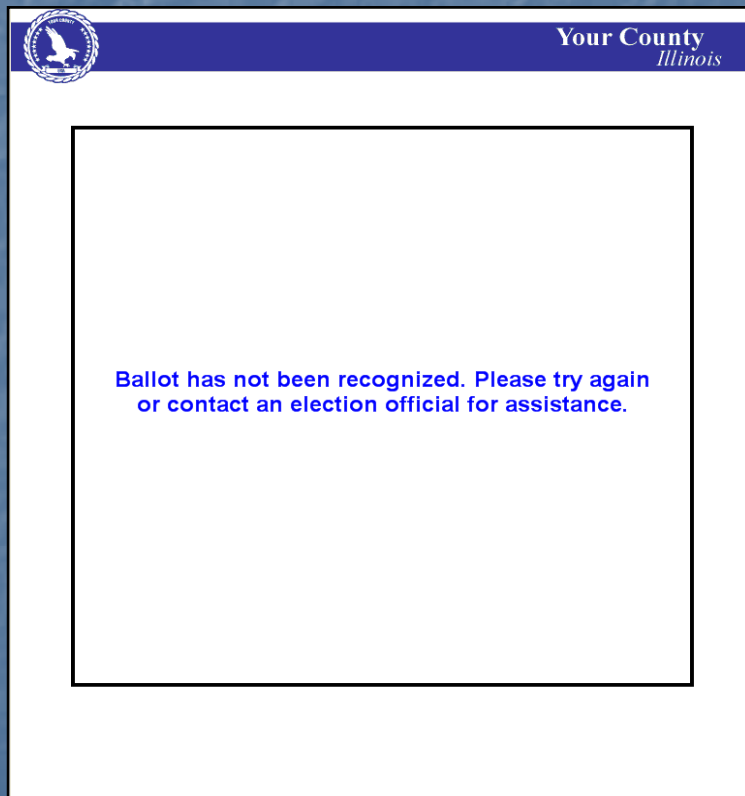
FREQUENTLY ASK QUESTIONS

The AutoMARK VAT displays the Error - Ballot Not Readable pop-up screen and ejects the ballot into the paper tray.



FREQUENTLY ASK QUESTIONS

**BALLOT IS NOT
READABLE
REASONS:**

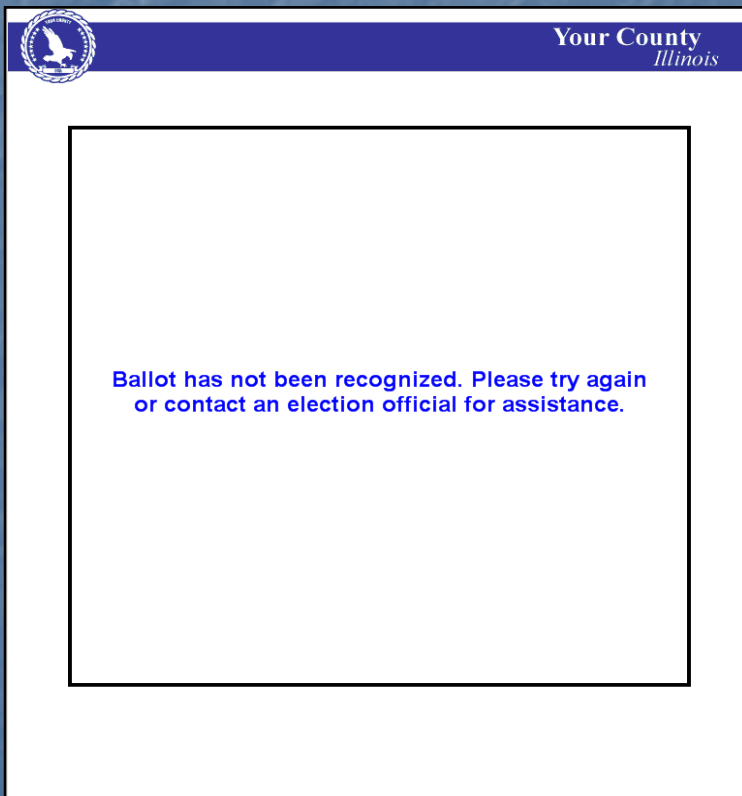


Ballot style is not
used at this
polling place

FREQUENTLY ASK QUESTIONS

**BALLOT IS NOT
READABLE
REASONS:**

**BALLOT IS
DAMAGED**



VOTING PROCESS

- VOTER MARKS BALLOT
- WITH PEN OR AUTOMARK
- IF DESIRED THE BALLOT MAY BE PLACED IN A SECRECY FOLDER

VOTING PROCESS

- VOTER TAKES BALLOT TO SCANNER
- THE **VOTER** INSERTS THE BALLOT INTO THE SCANNER

VOTING PROCESS

- THE VOTER INSERTS THE BALLOT INTO THE SCANNER

EITHER END FIRST

EITHER SIDE UP

- **THE ELECTION MANAGER DOES NOT HANDLE THE BALLOT!**

VOTING PROCESS

- IF NECESSARY THE MANAGER MAY REQUEST TO SEE THE **INITIALS** ON THE REAR OF THE BALLOT ONLY.

MANAGER MAY VERIFY INITIALS

§ 23-15-541

VOTING PROCESS

A BALLOT THAT IS DAMAGED OR A
BALLOT IS IMPROPERLY FILLED OUT
MAY BE CONSIDERED A SPOILED BALLOT

**AN IMPROPER BALLOT SHALL NOT BE
ENTERED**

§ 23-15-547

VOTING PROCESS

- A SPOILED BALLOT SHALL BE MARKED SPOILED AND PLACED IN THE SPOILED BALLOT ENVELOPE
- THE VOTER MAY THEN BE ISSUED A NEW BALLOT, UP TO THREE, ONE AT A TIME.
- AFTER THE THIRD BALLOT THE VOTER MAY NOT BE ALLOWED TO VOTE.

§ 23-15-517

SPOILED BALLOT

AN ELECTION OFFICIAL SHALL TEAR THE LOWER LEFT CORNER OFF THE BALLOT INCLUDING AT LEAST TWO TIMING MARKS (THE BLACK BLOCKS DOWN THE LEFT SIDE OF THE BALLOT) AND SHALL PLACE THE BALLOT AND THE TORN CORNER IN THE SPOILED BALLOT ENVELOPE

CORNER
REMOVED
AND
PLACED
IN
SPOILED
BALLOT
ENVELOPE
WITH
BALLOT

3. DO NOT CROSS OUT OR ERASE. If you change your mind, exchange your ballot for a new one.

21

40

41

42

43

51

DeSoto County School Bond Issue

Shall the DeSoto County School District issue its bonds in the maximum principal amount of \$115,000,000 to raise money for the purpose of paying the costs, including the costs of borrowing, of the following generally described project: purchasing, erecting, repairing, equipping, remodeling and enlarging school buildings and related facilities, purchasing land therefor, establishing and equipping school athletic fields and necessary facilities connected therewith, and providing necessary water, lights, heating, air conditioning and sewerage facilities for such school buildings and related facilities, including, but not limited to generally the following: (a) constructing and equipping 5 new elementary schools, 2 new middle/high schools, 1 new middle school and 2 new high schools and (b) renovating, improving and equipping existing school facilities?

☐ FOR THE BOND ISSUE

☐ AGAINST THE BOND ISSUE

OFFICIAL BALLOT
STATE OF MISSISSIPPI
SPECIAL ELECTION
DeSOTO COUNTY
MAY 11, 2004

Ingrams Mill
Lewisburg East
Miller
Fairhaven
Olive Branch South
Olive Branch North
Mineral Wells
Greenbrook North
Southaven North
Greenbrook South
Plum Point
Pleasant Hill North
Elmore
Hope Sullivan
Southaven West
Twin Lakes/Holly Hills
Horn Lake West
Walls
Lake Cormorant
Southaven South
Horn Lake East
Horn Lake South
Aldens
Nesbit West
Eudora
Oak Grove
DeSoto Central
Nesbit East
Bridgetown
Pleasant Hill South
Lewisburg West
Hernando East
Hernando West
Love
Alpha/Cockrum

Typ:01 Seq:0001 Spl:01

Seq:0001

INITIALS *TQP*

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WHEN A BALLOT IS REJECTED
BY THE SCANNER **THE VOTER**
MAY TRY TO REINSERT THE
BALLOT UPSIDE DOWN OR
SWAP ENDS WHEN INSERTING
THE BALLOT INTO THE
SCANNER, OR BOTH

OR

THE BALLOT MAY BE
MARKED SPOILED AND
PLACED IN THE SPOILED
BALLOT ENVELOPE
AND ALLOW THE
ELECTOR TO VOTE A
NEW BALLOT

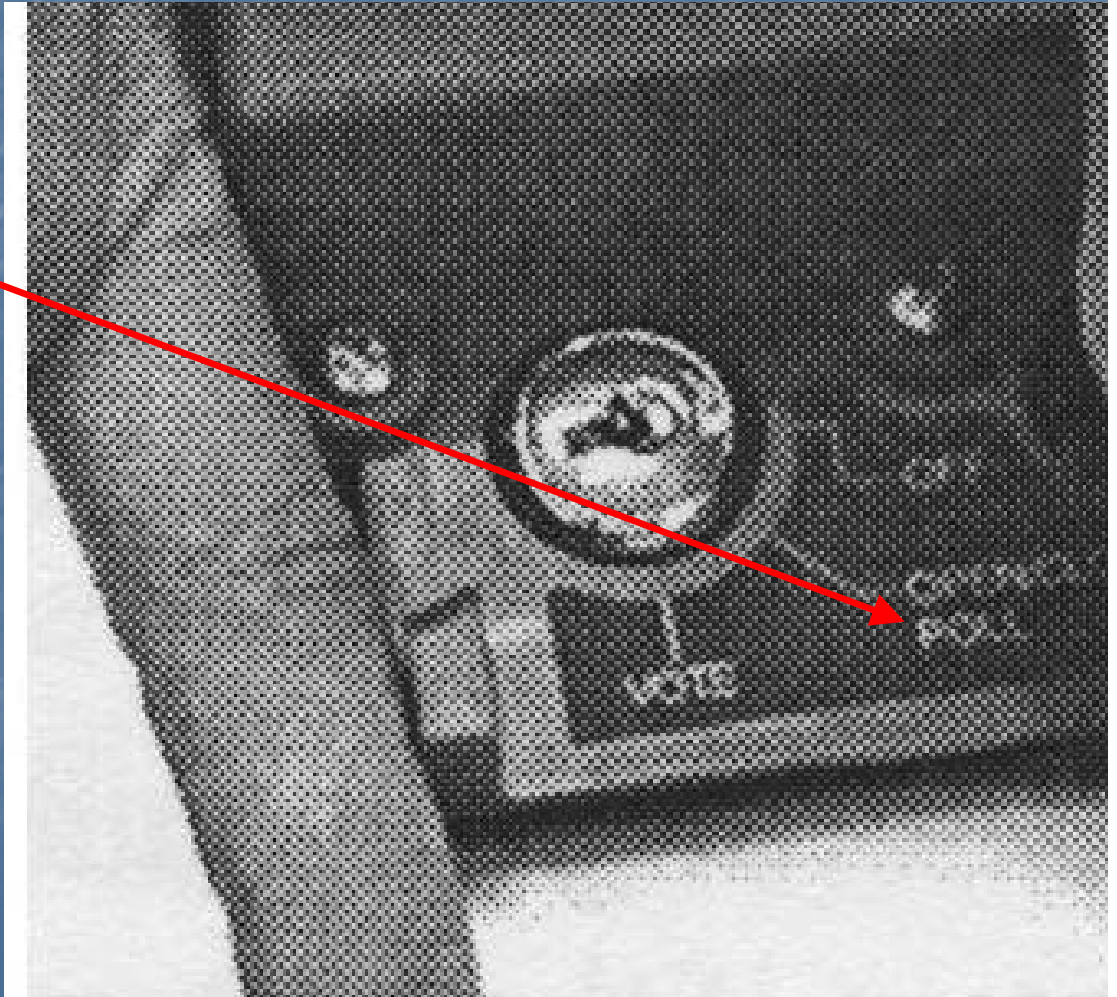
IF THE VOTER CANNOT OR WILL
NOT RETURN TO CORRECT THE
BALLOT – THE BALLOT MUST BE
REMOVED AND CONSIDERED A
RESOLUTION BOARD BALLOT

REMEMBER
A RESOLUTION BALLOT
IS A VOTED BALLOT

IT SHOULD BE TREATED AS A
PROVISIONAL BALLOT WOULD
BE, PLACED IN A SEALED
BALLOT BOX/BAG

TURN SCANNER KEY TO THE OPEN/CLOSE POLL POSITION

CLOSE POLL

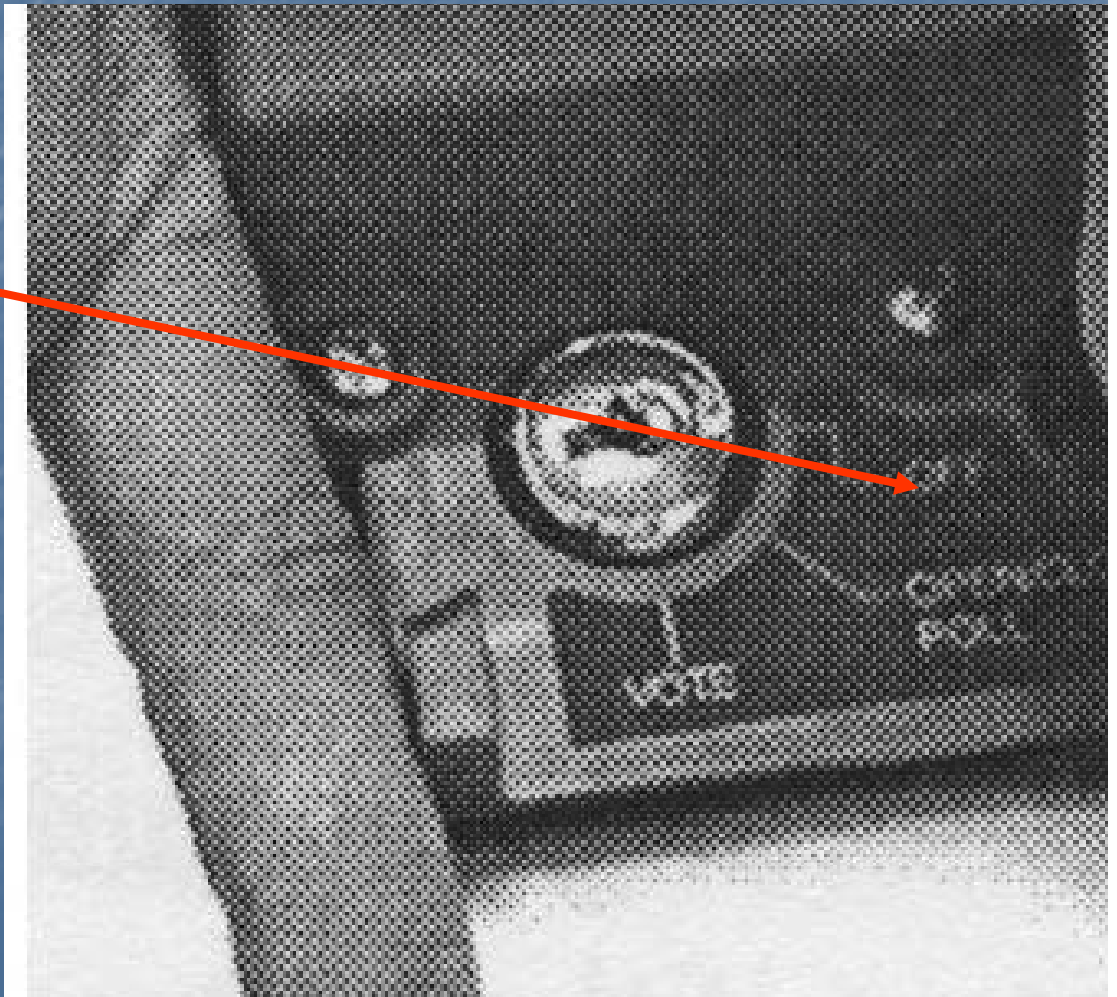


PRESS CLOSE POLLS

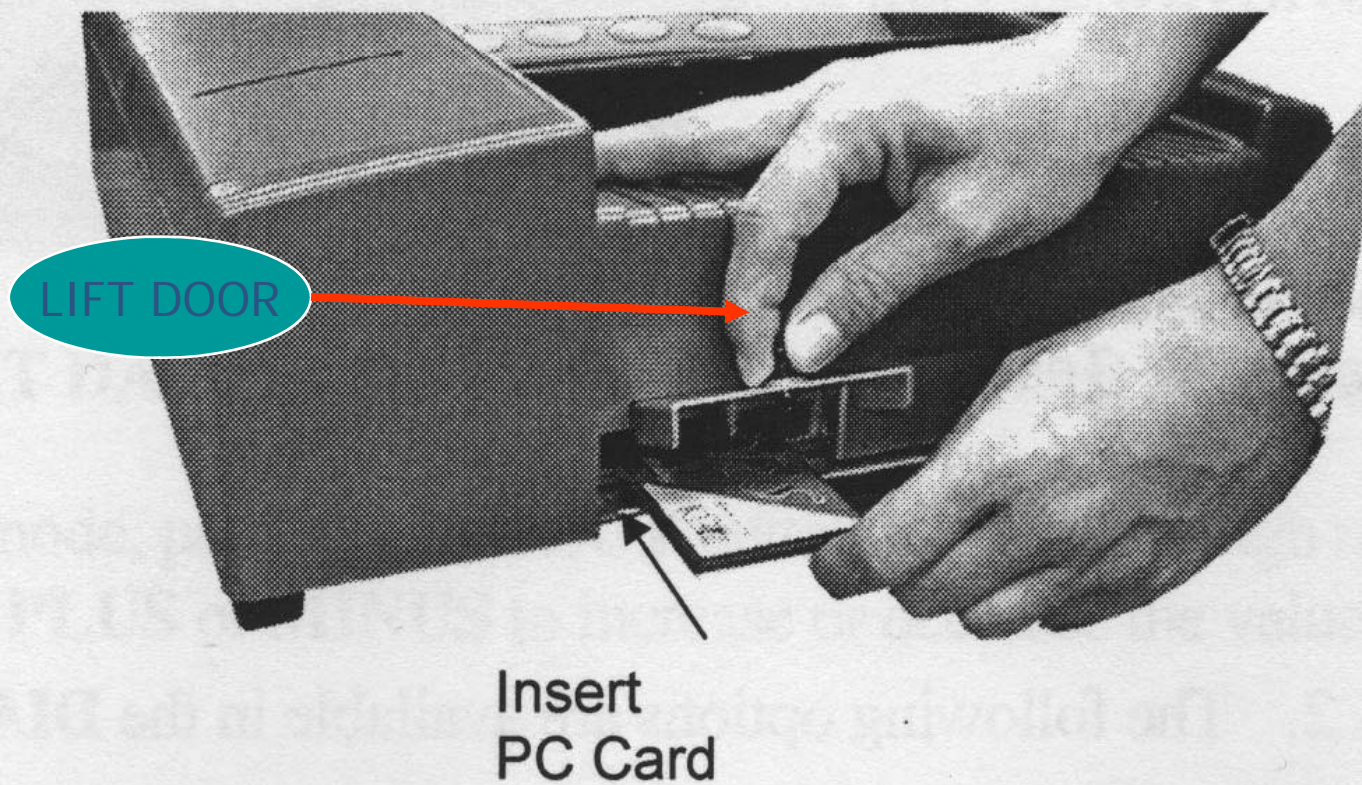
- THE SCANNER WILL PRINT A SERIES OF REPORTS
- IF ADDITIONAL REPORTS ARE DESIRED
- PRESS RESULTS REPORTS

TURN SCANNER KEY TO THE **OFF** POSITION AND REMOVE KEY

OFF POSITION



REMOVE THE "PC" CARD
PRESS THE BLACK BUTTON TO
THE RIGHT OF THE CARD



REMOVE SCANNER FROM
BALLOT BOX AND REPLACE
IT IN ITS CASE

THE POWER CORD MUST ALSO BE
REMOVED FROM THE BALLOT
BOX AND PLACED IN THE
SCANNER CASE

TURN KEY SWITCH TO "OFF"

KEY
SWITCH



DISCONNECT
POWER CORD ON
THE AUTOMARK

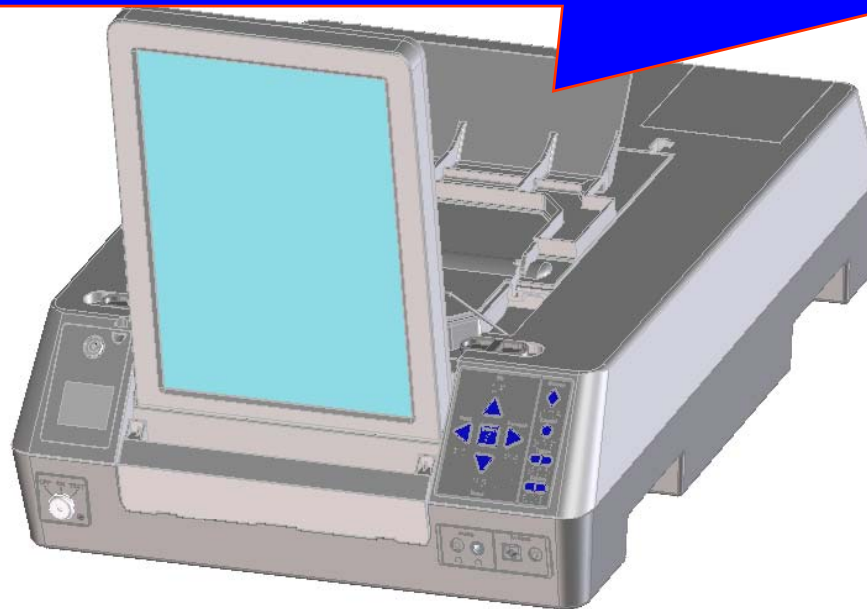
RAISE BALLOT FEED TRAY

FEED
TRAY

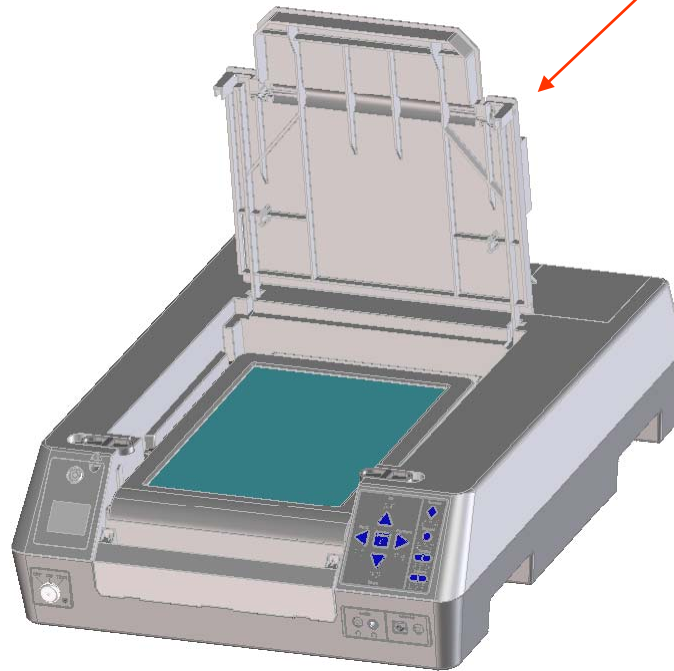


CLOSE AND STORE AUTOMARK

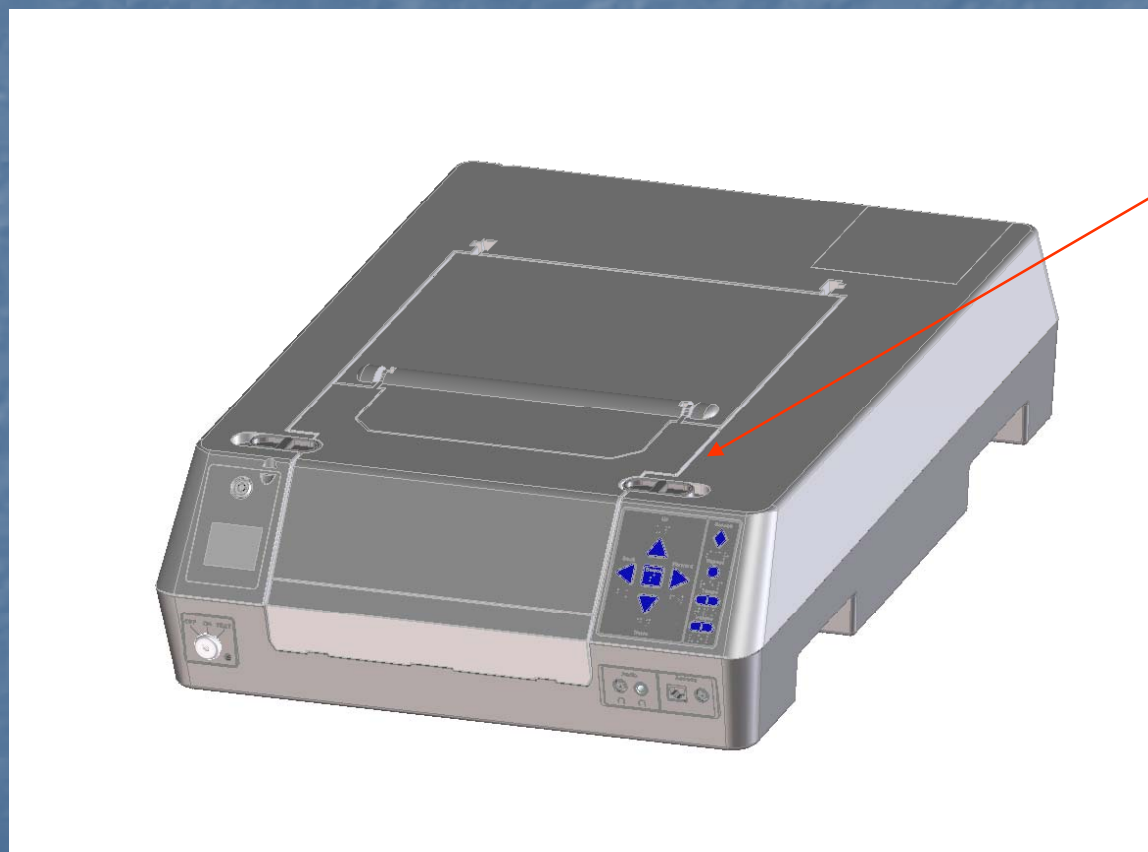
OPEN THE LID AND LOWER
THE SCREEN BACK INTO THE
AUTOMARK



CLOSE LID OVER SCREEN



CLOSE LATCHES ON AUTOMARK



CRITICAL

**SENSITIVE ELECTION MATERIAL
MUST BE PROPERLY SEALED
BEFORE LEAVING THE POLLING
PLACE!**

the DeSoto
County

Election
Commission

